

DEPUTY ATTORNEY GENERAL IV

DEPARTMENTAL PROMOTIONAL

STATEWIDE



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

NOVEMBER 4, 2005 - Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail **after** the final filing date will not be accepted for any reason. Applications must have an original signature.

WHO SHOULD APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment as of the final file date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations.

HOW TO APPLY

Examination applications (Form STD 678) are available at the State Personnel Board (www.spb.ca.gov) and may be mailed or filed in person:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 - "Examination and/or Employment Application". You will be contacted to make specific arrangements.

SALARY RANGE

\$7625 - \$9415

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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DEPUTY ATTORNEY GENERAL IV
OC50-5705 CH 5JU37

BULLETIN RELEASE DATE: SEPTEMBER 21, 2005
FINAL FILING DATE: NOVEMBER 4, 2005

**MINIMUM
QUALIFICATIONS**

All candidates must have active membership in The California State Bar.

Ten years of experience performing legal duties*, four years of which must have been at a level of responsibility equivalent to Deputy Attorney General III. The four years of experience at the Deputy Attorney General III level must be obtained in California State Civil Service. (Applicants who have completed nine years and six months of the required total legal experience including three years and six months of the required experience comparable to the Deputy Attorney General III class will be admitted into the examination but must complete the required ten years' total legal experience which includes at least four years of experience at the Deputy Attorney General III level before they will be eligible for appointment.)

*Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

POSITION

Incumbents in this class are the most experienced attorneys who are experts in a broad or specialized area of law and have demonstrated their ability to independently perform assignments consisting of the most complex and sensitive legal work of the Office of the Attorney General and to consistently produce favorable results on these proceedings. A Deputy Attorney General IV represents and acts as counsel for the largest State departments, for a group of boards and commissions whose legal work is exceptionally difficult, and advise district attorneys, county counsels, grand juries, and other public agencies staffed principally by attorneys. Persons in this class are assigned litigation of the greatest difficulty and handle cases that are very likely to be appealed to the highest courts. They may act as lead persons over the work of other attorneys.

**EXAMINATION
INFORMATION**

The examination will consist of a Written Exercise to be immediately followed by an Oral Interview. The Written Exercise will ask candidates to provide a written response to a job related question. The interview panel and expert evaluators will score this exercise separately using a pre-defined rating scale and pre-determined scoring criteria. This testing component measures the following knowledge and abilities:

Knowledge of:

1. Legal principles and their application.
2. Legal research methods.
3. Principles of administrative and constitutional law rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.

Ability to:

1. Prepare, present, and handle legal cases.
 2. Perform research.
 3. Analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts.
 4. Present statements of facts, law, and argument clearly and logically in oral form.
 5. Analyze situations accurately and adopt an effective course of action.
 6. Reason logically.
 7. Evaluate and exercise good judgment.
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**EXAMINATION
INFORMATION
(Continued)**

The Oral Interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions to review for a brief period of time before entering the interview room. The interview panel evaluates the candidate's responses to each of the questions using a pre-defined rating scale and pre-determined scoring criteria. This testing component measures the following knowledge and abilities:

Knowledge of:

1. Legal principles and their application.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Legal research methods.
4. Principles of administrative and constitutional law rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
5. Duties and powers of the Attorney General of California.

Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems, and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in written and oral form.
5. Analyze and draft proposed legislative measures.
6. Handle difficult legal correspondence.
7. Direct the work of clerical and professional assistants.
8. Analyze situations accurately and adopt an effective course of action.
9. Reason logically.
10. Work cooperatively with a variety of individuals and organizations.
11. Evaluate and exercise good judgment.

It is anticipated that the written exercise/oral interviews will be conducted in **January/February 2006**.

There will be one score based on the combined written exercise and the oral interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

WRITTEN EXERCISE /ORAL INTERVIEW – WEIGHTED 100%

**VETERANS PREFERENCE
CREDITS**

Veterans Preference Credits will not be granted in this examination.

CAREER CREDITS

Career Credits will not be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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